

## PROGRAM DEVELOPMENT SPECIALIST

The Health Education Unit is seeking a new Program Development Specialist that is bi-lingual in Hindi/Punjabi for public health/community workshops.



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### Job Specification 06930

#### PROGRAM DEVELOPMENT SPECIALIST, COMMUNITY SERVICE

##### DEFINITION

Under direction, performs moderately complex tasks involved in preparing plans for the development, promotion, and implementation of programs to meet community service needs of the entire community; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

##### EXAMPLES OF WORK:

Using available information makes an initial survey to determine the social service and other needs of the community.

Carries on a continuing survey of existing services for the aging, ascertains gaps in services, and initiates negotiations to expand existing services or to institute needed services not in existence.

Acts as coordinator between community groups, public and private agencies, and other groups in developing, maintaining, and/or expanding social service projects such as family counseling, transportation, consumer education, legal assistance, and so forth.

Meets with concerned groups to determine their needs and hear their proposals for solutions.

Collects and analyzes data to evaluate the practicality and feasibility of new and supplementary programs.

Using information obtained from community organizations, county and municipal governments, and statistical data from field staff, develops plans to implement new programs to meet community needs.

Organizes data and writes proposals following established guidelines for discussion and approval by all appropriate agencies and groups.

Identifies sponsoring organizations and assists them in the design and preparation of proposals for funding programs.

Reviews funding proposals to determine their eligibility, completeness, and technical content.

Assesses and evaluates project proposals for grants to determine if they meet federal, state, and/or local requirements and if they possess the potential for rendering needed services to any community segment they are designed to serve.

Recommends to superior approval, disapproval, or further exploration of the need for service indicated by the proposal as the result of proposal review.

Negotiates the preliminary grant and contract terms with appropriate funding agencies for development of programs when directed by supervisory official.

Negotiates contractual arrangements with community based organizations who have been provided with federal or state funds to expand existing human service programs for older adults and assists such organizations in the preparation of goals and objectives determining levels of service to be provided and budget preparation, and provides them with ongoing technical assistance.

Works in cooperation with other agencies to isolate human service problem areas on the county and/or community level with a view toward implementing new programs.

Carries on a continuing analytical study of pertinent legislation implementing programs to meet the needs of the entire community.

Works in cooperation with other agencies to isolate problem areas in local communities for implementing new programs for dealing with the entire community.

Makes studies to analyze legislation for implementing programs to meet needs of local communities.

May assist with the development of special training programs for professionals in the community working with local residents.

Acts in a liaison capacity between staff and project operating agencies with regard to implementing social service projects.

Represents the agency at various meetings and conferences.

Prepares correspondence and reports.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not meet the above education requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**EXPERIENCE:** One (1) year of experience in the development of programs designed to solve socioeconomic needs of residents of the state and/or local communities which shall have included responsibility for research, negotiation, and/or writing of proposals for community service programs.

**NOTE:** Possession of a Master's degree from an accredited college or university with concentration in the field of human or social services may be substituted for the above experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of federal and state programs relating to the field of human and social services, community action, and other areas.

Knowledge of current programs offered by foundations and private organizations to deal with community projects.

Knowledge of methods and procedures used in submitting funding proposals to the federal government and/or private foundations.

Knowledge of socioeconomic and other problems and needs of local communities.

Ability to do research in connection with and to assist in submission of proposals for projects to assist communities in meeting needs of their residents.

Ability to evaluate community needs.

Ability to analyze and evaluate community resources and available services designed to meet the needs of local residents.

Ability to assist in the preparation of detailed application for federal grants.

Ability to collect information and develop plans to meet human service needs of the community.

Ability to comprehend and interpret federal, state, and private foundation regulations for submitting applications.

Ability to establish and maintain cooperative work relationships with associates in the department and state and federal agencies involved in the human or social service fields.

Ability to assist in compiling studies and surveys and preparing first draft reports as foundations for assessing community needs.

Ability to prepare official correspondence and clear, technically sound, accurate outlines for reports.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 06930

CAH

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This job specification is for local government use only.

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